

## **Documents that May Be E-mailed To Court of Appeal Division Clerks by Court Appointed Counsel**

1. **Calendar/Oral Argument Notices:** as stated in the Calendar Notice from the court
2. **Rule 8.340 Letters to the Superior Court:** the Court of Appeal's copy of a rule 8.340 record completion letter that is filed in the trial court criminal cases (with cover letter if included); enables Court of Appeal to stay briefing without further request
3. **Rule 8.410 (b) Letters to the Superior Court:** the Court of Appeal's copy of a rule 8.410 (b) letter that is filed in the trial court in dependency cases (with cover letter if included); enables Court of Appeal to stay briefing without further request
4. **Exhibit Transmission Requests: two kinds** a) request to the Court of Appeal to call up the exhibits so that **counsel may review** them at the Court of Appeal; b) a copy of the **designation of exhibits for transmission** to the Court of Appeal sent to the trial court pursuant to **Rule 8.224**
5. **Copies of Documents Filed in the Trial Court relating to Record Settlement or Correction**
6. **List of New Authority:** a short list, without argument, of new cases or statutes that are too new to be in the briefing (e.g. those to be Discussed at Oral Argument or those not requiring supplemental briefing)
7. **Change of Address:** A change of address for either the

attorney or the client may be emailed to the division clerk and need not be True Filed. **Each division clerk must be emailed separately as to the attorney's new address, but multiple cases in the same division may be listed in a single notice.** Note also that the attorney's Change of Address **must be filed with the JCC on the designated form (found on the court's website and with a link for CAP-LA)** in order for compensation claims to be processed.